1. **Title:** Review of Academic Programs

2. **Names:**
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   - Qi Mo <qmo2015@my.fit.edu>
   - Chris Rorabaugh <crorabaugh2015@my.fit.edu>

3. **Faculty Sponsor:** Dr. William Shoaff <wds@cs.fit.edu>

4. **Client:** Dr. Matthew Ruane <mruane@fit.edu>

5. **Meeting with Client:** 23 January 2018

6. **Goal and Motivation**
   The goal of this project is to help the assessment coordinator submit their work to the Academic Programs Assessment Committee (APAC). The assessment coordinator enters or edits Program Learning Outcome Title and Category into a database with a list of (Measure, Target) pairs. Currently, this work is stored in an Excel spreadsheet, which is inconvenient when someone needs to find or edit entries. The motivation for this project is to make this task easier. By creating a web interface that connects to an underlying database, web pages can be created with tools for finding, editing, and adding entries. This will be an improvement from the current system of working within an Excel spreadsheet.

7. **Approach**
   1. The first feature is a form for the Assessment Coordinator to enter Program Learning Outcome Title and Category. This will be done in a list of (Measure, Target) pairs. This feature will be a php file that has an HTML form. Some form of authentication will be required to access this (and all other parts of this project). This form will direct at the same page where the php (or asp) submits the data to the database, using PHP MySQL.
   2. The second feature is for one or more APAC members to review work submitted by AC and submit their work to APAC committee after reviewing. Work will be saved to the database. Similar to the previous feature, this feature will be a web form that submits to a database. It will require authentication to access.
   3. The third feature is for APAC chair to assign review responsibilities to APAC members and provide APAC consensus feedback to the academic program. This feature will also be a web form that submits to database. It will require authentication to access.
   4. The fourth feature is for the Assessment Administrator to add new programs and archive old programs. It also allows the Assessment Administrator to generate reports as needed. This feature will also be a web form that submits to database. It will require authentication to access.

8. **Novel features/functionalities**
   Creating a database and web forms to accompany the database is the novel feature for this project. In the project pitch, Dr. Ruane stated that since there is currently no software system for organizing data to be submitted to SACS.
9. Technical challenges

1. We assume that the faculty will want this project stored somewhere on the FIT server. We are not sure where this is going to happen.
2. The group overall is not well-experienced with all aspects of web design, especially the server-side components (PHP/ASP, MySQL)
3. We need to make sure we have a server-side language installed where we eventually put the project, whether that be PHP or ASP.

10. Milestone 1:

1. Select tools for writing and sharing code
2. Create database on fit server
3. Provide a sample html form at the site that connects to database
4. Create requirement document
5. Create design document
6. Create test plan

11. Milestone 2:

1. Connect with IT department with sample form for FIT server space
2. Implement authentication system
3. Implement, test, and demo feature 1

12. Milestone 3:

1. Implement, test, and demo feature 2
2. Implement, test, and demo feature 3
3. Implement, test, and demo feature 4

13. Task matrix for Milestone 1

<table>
<thead>
<tr>
<th>Task</th>
<th>Chris</th>
<th>Claudio</th>
<th>Qi</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select tools for writing and sharing code</td>
<td>Help provide input for choices</td>
<td>Help provide input for choices</td>
<td>Help provide input for choices</td>
</tr>
<tr>
<td>Create database on fit server</td>
<td>Help create database</td>
<td>Help create database</td>
<td>Help create database</td>
</tr>
<tr>
<td>Provide a sample html form at the site / connect to database</td>
<td>Server-side work</td>
<td>Split HTML/CSS work</td>
<td>Split HTML/CSS work</td>
</tr>
<tr>
<td>Requirement Document</td>
<td>Write 1/3</td>
<td>Write 1/3</td>
<td>Write 1/3</td>
</tr>
<tr>
<td>Design Document</td>
<td>Write 1/3</td>
<td>Write 1/3</td>
<td>Write 1/3</td>
</tr>
<tr>
<td>Test Plan</td>
<td>Write 1/3</td>
<td>Write 1/3</td>
<td>Write 1/3</td>
</tr>
</tbody>
</table>

14. Approval from Faculty Sponsor

- "I have discussed with the team and approve this project plan. I will evaluate the progress and assign a grade for each of the three milestones."
- Signature: _______________________________ Date: ________